

US EPA ARCHIVE DOCUMENT

**Infrastructure & Capacity Building for Improved Incentive Development and Delivery of  
Performance-Based Programs  
Virginia Department of Environmental Quality  
Assistance Agreement No. EI-97346301-01  
Quarterly Report  
October - December 2009**

## **Project Synopsis**

During the quarter, the contractor for the project completed its tasks and submitted its Final Report Virginia Environmental Excellence Program which includes the following components:

- Phase I Report: Virginia Environmental Excellence Program Review of Policies and Procedures (May 2009)
- Final Report Recommendation Summary
- Summary of Results from the Baseline DEQ Managers' Survey (January 2008)
- Summary of Results from the Final DEQ Managers' Survey (October 2009)
- Stakeholder Relationship Management Report (February 2008)
- Recruitment Plan (October 2009)
- DEQ Staff Training Presentation (September 2009)
- External Outreach Information (October 2009)
- Internal Outreach Information (October 2009)
- Review of Policies and Procedures (May 2009)

In addition, the contractor submitted the final VEEP Operations Handbook which addresses the following elements of the program:

- Overview of VEEP
- Application Process
- Member Services
- Incentives for Member Facilities
- Site Visits
- Annual Performance Reporting
- Membership Status
- Information/Data Management

## **Schedule of Key Processes and Outcome Milestones**

<b>Task Name</b>	<b>Task Description</b>	<b>End Date</b>	<b>Status/Notes</b>
<b>Establish Project Management Process</b>	An internal committee (Project Oversight Committee or POC) will be created consisting of representatives of Central Office media offices,	N/A	Completed (see earlier quarterly report).

	regional offices and VEEP program staff to provide the general direction and oversight of the project and to report periodically on its progress to DEQ's Leadership Team (LT), which is composed of senior DEQ managers. The LT, which meets quarterly, will make all policy decisions related to the project (except those delegated to the POC) and direct appropriate agency staff to implement the approved recommendations.		
<b>Hire Contractor</b>	Hire a qualified contractor to provide project support, including researching, document drafting, meeting facilitation, training module development and delivery, and other tasks included in the project.	N/A	Completed October 2007.
<b>Develop Strategy for Public Involvement/ Stakeholder Input</b>	The POC will meet with representatives of the recently created VEEP Participants Association and others interested in the program to discuss project goals, schedule and expected outcomes and revise the project plan and schedule as necessary based on feedback from stakeholders.	60 days after grant acceptance	Completed January 2008.
<b>Project Updates</b>	Updates on the project will be provided (and feedback sought) at various venues and through various communication mechanisms; non-governmental organizations will be invited to participate and/or receive communications	N/A	Ongoing
<b>VEEP/PT Policy and Procedures Review</b>	Conduct a review of the current status of VEEP and PT policies and procedures development and implementation. Make initial recommendations for POC review regarding improving information flow and facilitating the development and implementation of incentives and other procedures.	October, 2009	Completed October 2009 (attached).
<b>Baseline Survey of DEQ Managers</b>	Develop, conduct and analyze baseline survey of DEQ managers	February, 2008	Completed in February 2008; previously submitted.
<b>Review of Incentives for VEEP/PT Facilities Provided to Date</b>	Included in final Operations Manual.	July, 2009	Completed July 2009.
<b>Incentives Delivery Plan Improvement Recommendations</b>	Included in final Operations Manual.	October, 2009	Completed October 2009 (see attached).
<b>EMS Enforcement Policy Review and Recommendations</b>	Organize and conduct a forum to explore the potential incentives for promoting EMS through DEQ's enforcement program. Based on outcome of the forum, the Project Oversight Committee will make recommendations to the LT.	10/2009	Revised in August, 2009, to "Review use of EMSs in Supplemental Environmental Projects (SEPs) and provide comments on current policy and use" and "Facilitate discussion on use of EMS in enforcement with the DEQ enforcement staff." Meeting with

			entire DEQ Enforcement Staff held on October 8, 2009.
<b>Promotion of Private Sector Incentives</b>	Investigate options and develop recommended strategies to promote private sector incentives and benefits.	10/2009	Revised in August, 2009, to "Development of Recruiting and Mentoring Program White Paper." Completed October 2009 (attached).
<b>Develop and Deliver DEQ Training Program</b>	Conduct a review of other state and federal programs to identify existing tools, outreach strategies and training programs for potential use during the project; conduct staff training. Incorporate into VEEP Operations Manual.	Completed 10/1/09	Completed October 2009 (see July-September 2009 Quarterly Report for deliverables).
<b>Review of DEQ Information Management System for Opportunities</b>	Research and make recommendations to the LT regarding increasing the visibility of and content related to VEEP available to DEQ program and regulatory staff through the Comprehensive Environmental Data System (CEDS), and potentially the Department's new CEDS "data mining" initiative. Integration of VEEP into the system should significantly increase the recognition of the facilities by the regulatory staff.	Revised tasks completed September, 2009 (Attachment 2)	Revised August, 2009, to "Review of DEQ database and recommendations for use of EPA spreadsheet" and "Review of current DEQ database and EPA's proposed spreadsheet for the application process and recommendations on usability of the EPA proposed spreadsheet." Completed October 2009.
<b>Develop VEEP Operations Manual</b>	Review of existing processes, interview appropriate staff and review relevant materials from other states and EPA that address the following topics: application/renewal/annual report process; review of applications and annual reports; member services; regulatory incentives (development and delivery); conducting facility site visits; annual performance reporting; data and website management; recruitment; DEQ in-reach; and, compliance screening. The manual will include sample documents and language for use by VEEP staff as well as program staff.	10/15/09	Completed October 2009 (attached).
<b>Develop Governor's Environmental Excellence Awards Implementation Plan</b>	Review options and make recommendations to the LT for implementation of the "Governor's Environmental Excellence Awards."		Completed (see previous report).
<b>Conduct End-of-Project Survey of Participating Financial Institutions</b>	Conduct survey of financial institutions participating in the forum to assess whether any change in/new incentives for high-performing facilities has/have been implemented or are planned.	September, 2009	In August, 2009, this task was revised to "Develop VEEP One-Pager for DEQ Staff," which was completed in September, 2009 (submitted with previous report).

<b>Conduct End-of-Project Survey of DEQ Managers</b>	Conduct survey of managers to assess whether knowledge of VEEP has increased as a result of the project.	October, 2009	Completed October 2009 (see attached).
<b>Conduct End-of-Project Review of VEEP Results</b>	Conduct review to determine whether VEEP participation rates have increased over the project term. Conduct a review of VEEP annual performance reports and TRI reports to determine the environmental outcomes of the initiative.	2/28/10	
<b>Final Report</b>	Final report prepared	N/A	
<b>Quarterly Reporting</b>	Submission of quarterly progress reports to EPA Region III and EPA Headquarters OPEI.	End of grant project	
<b>Quality Assurance Plan</b>	Development & approval of project Quality Assurance Plan	To be employed throughout project period	

**Financial Report** (through November, 2009)

<b>Budget Category</b>	<b>Approved Budget</b>	<b>Expense</b>	<b>Remaining Balance</b>
Personnel	39,696	38,869	827
Fringe	13,219	13,219	0
Travel	8,278	8,046	232
Operating Services	0	0	0
Supplies	2,000	844	1,156
Contractual	210,000	123,383	86,617
Equipment	0	0	0
Other	4,722	0	4,722
Less Op Svs & Sup	0	0	0
Indirect Costs	11,313	11,076	237
<b>Total</b>	<b>289,228</b>	<b>195,437</b>	<b>93,791</b>